



Job description: Programme Officer, High Seas Alliance

Introduction

Since its founding in 2011, the High Seas Alliance (HSA), with its 40+ non-governmental members and the International Union for Conservation of Nature, has been working towards protecting the 50% of the planet that is the high seas. As the region of the global ocean that is beyond national jurisdiction, the high seas includes some of the [most biologically important, least protected, and most critically threatened ecosystems in the world.](#)

HSA members work together to inspire, inform and engage the public, decision-makers and experts to support and strengthen high seas governance and conservation, as well as cooperating towards the establishment of high seas protected areas.

Our first priority in coming months will be working to ensure the negotiation and completion of a legally binding treaty under the United Nations Convention on the Law of the Sea which provides robust protection for marine biological diversity in areas beyond national jurisdictions. In the future we anticipate that the focus will shift towards coordination and support for ratification and implementation of the treaty, with the work of the alliance being more focussed in key countries for these processes, rather than with missions in New York.

Position Overview

This position (4-5 days a week) will provide support to the High Seas Alliance (HSA) to implement its strategies to finalise and implement a Treaty to protect and manage the high seas. The position will report to the Director. The Programme Officer will work closely with all members of the HSA team.

Location: remote, preferably Americas East Coast or Europe or compatible time zones.

This is a contract position for six months with possibility of renewal. Compensation negotiable, based on experience.

Responsibilities

Assist the HSA Director with all aspects of managing HSA operations, with particular focus on the following:

Membership coordination and communications

- Ensure that HSA's member groups receive regular updates on the work of the HSA.

- Liaise as needed with the HSA's steering committee, policy group, working groups,, and other member organizations of the HSA in order to foster coherence and achieve commonly agreed-upon objectives.
- Coordinate the production of materials for use by the HSA and its members in campaigning and advocating for its objectives.
- Organise and participate in regular and ad hoc HSA conference calls and at meetings and events where related topics are being discussed.
- Assist in the drafting, review, proofing and production of materials for HSA decision makers and HSA member groups

Campaign support

- Assist in the design, delivery and coordination of campaign and advocacy activities to achieve HSA objectives
- Organize and carry out other special projects related to the overall campaign efforts.

Events and meetings

- Ensure smooth logistics for HSA members at international meetings and conferences.
- Assist in the organizing and planning of campaign events and meetings needed for the work of the campaign, including workshops, side events, receptions, and other special events.

Grant tracking and reporting

- Assist in budget development and financial tasks for the HSA, including oversight of budgets for workshops
- Assist Director in fundraising efforts, including the preparation of proposals.
- Track grants and produce grant reporting on time and with quality.

HSA administration

- Maintain cloud filing system
- Monitor and respond to info@ emails
- Manage passwords and online accounts for HSA

Experience and competencies

Required

- Demonstrated time- and project-management skills, including an ability to meet multiple deadlines by maintaining a high level of organization. Ability to set priorities and identify resources.
- Ability to work independently with limited supervision. Flexible and able to routinely juggle multiple competing priorities and work to meet project goals.
- Ability to work professionally and collegially within a creative, fast-paced non-profit culture that emphasizes teamwork.

- Ability to write clearly and cogently in English for internal audiences, policy makers, the media and the public.
- Willingness to work hours outside of business hours to accommodate HSA members across different time zones.
- Availability for international travel if needed.

Preferred

- Technical/policy knowledge of ocean protection and conservation, and/or international affairs related to environmental protection, including through an equity lens
- Experience working within NGO, government or public policy organizations
- Experience working with NGOs and nonprofits on international policy issues
- Proficiency in office, collaboration and communications software
- Proficiency in other languages

To apply, please send your CV, accompanied by a cover letter describing your interest in the role and briefly highlighting your relevant experience, to info@highseasalliance.org, by Sunday 30 October.